



## ***JOB AID 6d***

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### ***Checklist For Evaluating Criterion-Referenced Tests (CRT)***

U.S. Army Training and Doctrine Command  
Training Development and Analysis Directorate  
Ft. Monroe, VA 23651-5000

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■ **PURPOSE OF JOB AID**

TRADOC Schools, Integrating Centers, and HQ TRADOC developed this job aid in conjunction with other job aids and student workbooks that make up the Training Evaluator Course.

As a DOES evaluator, you can use this job aid to help you conduct training observations as part of your responsibility to evaluate student learning.

This job aid serves as a checklist, worksheet, and an audit trail for conducting an evaluation of student learning. It serves as a checklist to remind you of the things you need to do. It serves as a worksheet for recording decisions and information as you conduct your study, and it serves as an audit trail of the entire evaluation.

■ **PROPONENT**

The proponent for this job aid, and for the entire Training Evaluator Course, is the Commander, Headquarters Training and Doctrine Command (HQ TRADOC). Send comments and recommendations on DA Form 2028 (Recommend Changes to Publications and Blank Forms) directly to Commander, HQ TRADOC, ATTN: ATTG-CD, Fort Monroe, VA 23651-5000. Make telephone inquiries by calling DSN 680-5590 or COMM (804) 728-5590.

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**TRAINING EVALUATOR COURSE**

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**Evaluation of Student Learning****CRITERION-REFERENCED TEST (CRT) REVIEW  
CHECKLIST**

Indicate whether or not the CRT meets the following criteria by placing a check mark under YES or NO. NOTE: Use of this checklist assumes prior approval of a TLO.

	Yes	No	Comments
1. The CRT action statement tracks with the action statement of the TLO.	_____	_____	
2. Materials required for test completion are listed and are consistent with the "conditions" of the TLO. (Items included in the test booklet are not listed.)	_____	_____	
3. The CRT time limit is stated.	_____	_____	
4. General information related to warning directives and the like is given.	_____	_____	
5. Test directions are listed and specify how the student is to proceed through the test. As needed, the directions:	_____	_____	
a. Explain format.	_____	_____	
b. Explain sequence of activity.	_____	_____	
c. Tell student where to record identification information.	_____	_____	

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***Evaluation of Student Learning***

	Yes	No	Comments
d. Tell student where to obtain materials.	_____	_____	
e. Tell student where to record answers (when necessary).	_____	_____	
f. Explain what students should do upon completion of the CRT.	_____	_____	
6. A rating/scoring device (with instructions for scoring) is included.	_____	_____	
7. The test is performance-oriented rather than knowledge-based.	_____	_____	
8. As applicable, the test administration and scoring guide includes:			
a. Instructions describing "set up" procedures and requirements.	_____	_____	
b. Detailed instructions on scoring and grading criteria.	_____	_____	
c. Directions for administering the test.	_____	_____	
d. Detailed explanation of the use, purpose, and disposition of forms.	_____	_____	

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***Evaluation of Student Learning***

	Yes	No	Comments
e. Instructions on actions which should be taken after the students have completed the CRT.	_____	_____	
9. General guidance applicable to all situations is provided up front; specific guidance is provided with each situation.	_____	_____	
10. Validation documentation is provided and is deemed statistically adequate.	_____	_____	

